

**CALIFORNIA HIGH-SPEED RAIL AUTHORITY
DUTY STATEMENT**

PARF #46-8-086

CLASSIFICATION TITLE Principal Right of Way Agent	OFFICE/BRANCH Program Delivery/Right of Way	LOCATION Sacramento
WORKING TITLE	POSITION NUMBER 311-001-4954-001	EFFECTIVE 10/24/2017

GENERAL STATEMENT:

Under the general direction of the Deputy Director of Real Property of the California High-Speed Rail Authority (Authority), the Principal Right of Way Agent formulates policy and administers, manages and directs all statewide activities associated with acquiring the property rights necessary in order to support the Authority project including Right of Way acquisition, property management, excess properties, airspace rights and other property rights. The incumbent is responsible for all activities associated with developing and implementing the approved Real Property Management Plan and administering the implementation of goals and standards for carrying out property acquisitions in a consistent manner and in coordination with other agencies, consultants and other entities as appropriate. As the Deputy Director of Real Property's management lead for real property activities, the Principal Right of Way Agent determines needs and develops and implements new or updated policies and procedures of the real estate program and proposes legislation as necessary to implement.

The overarching principal for real property is to direct and manage the obtaining of property rights in a compliant, fiscally sound and publicly acceptable manner through purchase, lease or other legal instruments, including eminent domain when necessary, that support the objectives for development and operation of the high-speed rail.

Responsibilities include, but are not limited to:

TYPICAL DUTIES:

Percentage Job Description
Essential (E)/Marginal (M)

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| 35% (E) | <ul style="list-style-type: none">• Responsible for development of business plans, business strategies, program priorities, goals and objectives of the real estate program. Manages, guides and organizes and directs staff and consultants to ensure the following functions are properly implemented and compliant with applicable laws and regulations: budget development and execution, consultant scope development, surveys, utilities, permits to enter, cost estimates, appraisals, fair market determinations, offers of just compensation, negotiations, acquisition, relocation assistance, title and escrow functions, demolition, property management, third party coordination, government agency coordination, airspace leasing, excess lands disposition, and condemnation coordination. In conjunction with other Authority managers and other State |
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agencies, monitors and evaluates the performance of all consultant activities that are engaged in support of real property program and proposes and assists in the development of legislation or policies that further the goals and objectives of the Authority.

- 30% (E)
 - Organizes and directs all Right of Way activities. Develops program direction and exercises problem solving methods in the best interest of the Authority and in conformance with real estate and land title laws. Develops and administers a Real Property Management Plan that outlines functional responsibilities, a management approach, key assumptions, major actions, and milestones to implement a program for acquisition of property rights that meets Authority objectives. Ensures the preparation of investigative reports, joint and common use agreements, cost estimates, certifications, utility relocation plans, and other associated reports, documents, and information.
- 15% (E)
 - Manages and directs a quality assurance program for real property activities to ensure that quality control practices for property acquisition are implemented consistently throughout the project and in a manner that minimizes risk to the Authority. Develops and maintains uniform policies and procedures that carry out the intent of the approved Real Property Management Plan. Ensures that property appraisal policies and procedures, including the acquisition, are in place and that all associated staff is trained such that risk to the Authority is contained within acceptable levels.
- 10% (E)
 - Responsible for high level staff assistance to the Director of Real Property, Deputy Director of Real Property, Chief Program Officer and the Chief Operating Officer for all matters related to real estate. Reports project progress status to the Deputy Director of Real Property on a routine basis identifying at a minimum the following: actual vs. planned progress of significant real property activities planned major events in the next reporting period, significant risks and issues along with current and planned actions to mitigate pending litigation, and recommendations for executive action. Acts as the Authority's property representative at public and private meetings and hearings.
- 10% (E)
 - Coordinates with other departments, agencies and consultants to obtain necessary support services for real property in the functional areas of surveying and engineering, accounting and disbursement, legal service, procurement, real estate, administration and other necessary services.

KNOWLEDGE AND ABILITIES:

Knowledge of: Analytical methods and information sources which will be used to perform tasks such as appraisal report formulation and preparation; basic arithmetic; basic algebra; and basic geometry. The development of replacement housing; organization and procedures of the Authority and transportation facilities construction and maintenance as related to Right of Way; land development and investment practices; policies and procedures relative to Right of Way activities; laws, policies and procedures involving the concepts of transportation facilities and their impact on the community and the environment. Property values and the effect of economic trends upon value and price and on the cost of construction of the improvements with particular reference to metropolitan areas; principles of public administration, including capital program, personnel management, program development, budgeting, and supervision; goals, objectives, policies, organization and procedures of the Authority as related to Right of Way in transportation facility construction and maintenance. The social and economic impact of public improvements; the Authority's safety, health, equal employment opportunity (EEO) and labor relations

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program objectives; a supervisor's role in safety, health, EEO and labor relations and the processes available to meet these program objectives. Principles of general management principles and practices; management problem-solving methods; policy development and formulation of principles and practices of disseminating public information. Principles, procedures and organization required in the management of a major-sized governmental unit; interagency, executive, and legislative relationships.

Ability to: Speak and write English clearly and effectively; read and understand English including engineering terminology and the quasi-legal terminology found, for example, in statutes relating to the Authority and in the laws, policies, rules and regulations relating to the appraisal and acquisition of property for public purposes; common methods of describing real property; State and Federal relocation assistance requirements; assemble and analyze data and be able to understand, for example, the factors involved in appraising property and the principles underlying the appraisal process; the effect on property values of deed and tract restrictions, zoning ordinances, setbacks, tax and improvement assessments, easements, and encroachments; make accurate mathematical computations and calculations; reason quickly, logically, and creatively in unique and stressful situations; establish and maintain cooperative relationships with individuals contacted in the course of their work, an example of which is the ability to conduct successful Right of Way negotiations with the public and with representatives of other governmental organizations; follow directions; and organize workload. Lead and direct the work of others; make accurate real property appraisals, including the appraisal of complex parcels involving severance damages and benefits; manage, operate, maintain and coordinate clearance of rental properties acquired by the State; effectively coordinate and apply community and environmental concepts and guidelines to the Right of Way Program; conduct private and public sales, conduct complex negotiations, confer with attorneys; develop and prepare capital and support budgets; monitor project scheduling; coordinate Right of Way certification; prepare route estimates; develop and implement EDP systems; coordinate staff training and development activities; analyze complex situations accurately and adopt or recommend an effective course of action; plan, organize, direct and make decisions involving the work of a Right of Way staff; effectively contribute to the Authority's safety, health, Equal Employment Opportunity and labor relations program objectives; develop program direction and concepts; establish and maintain liaison, communication, and a cooperative relationship on interdepartmental levels. Plan, organize, and manage major statewide programs; establish and maintain cooperative relations with the major engineering staffs in Headquarters and districts and with public and private organizations contacted in the course of work; work and consult with legislative and other high level governmental official.

DESIRABLE QUALIFICATIONS:

- Thorough knowledge and demonstrated abilities in leading and managing large and complex transportation Right of Way and other similarly challenging property acquisitions.
- Demonstrate a broad knowledge of budget processes, workload development, resource management, and project management concepts for design build projects
- An aptitude for, and knowledge of, real estate negotiation and appraisal work.
- Thorough knowledge of relevant laws, regulations and policies of federal, state and local agencies, as well as federal and state legislation pertaining to the above duties.
- Effective and persuasive communicator, both orally and in writing, to all levels of officials and the public including property owners for acquisition of rights of way and purchasers of State owned real and personal property.

- Excellent analytical and problem solving skills along with the demonstrated ability for achieving positive results.
- Personal characteristics that include a commitment to teamwork and a collaborative attitude.
- Principles, procedures, and organization required in the management of a government organization involved in the acquisition of real property for a transportation project.
- Expert understanding of engineering concepts and their effect on transportation planning.
- Excellent management skills to direct an experienced professional staff.
- Ability to assimilate technical data, legal issues, risk parameters and human sensitivities, exercise sound judgment in evaluating alternative courses of action and recommending the preferred direction in the best interests of the Authority.

SUPERVISION EXERCISED OVER OTHERS:

Incumbent supervises the Real Property staff at the levels of Supervising Right of Way Agent, Senior Right of Way Agent, Associate Right of Way Agent, Right of Way Agent, and other support staff. The incumbent is responsible for the supervision and management of consultants providing Right of Way functional services to the Authority.

PUBLIC AND INTERNAL CONTACTS:

Establishes and maintains a partnering relationship with Authority managers, Chief Program Officer, the full range of executive and management levels in government, local agencies, private sector entities, railroads, other stakeholders and private citizens who may be concerned with fair property acquisition practices. Incumbent shall strive to keep all stakeholders well informed on relevant property matters through the Authority's Office of Communications and Office of External Affairs.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:

Incumbent is responsible for directing the acquisition of property rights over the 800-mile route for the Authority involving thousands of complex industrial, residential, commercial and railroad properties. Acquisition must be done compliant with many laws and regulations while working in an emotional and politically charged environment. Errors in judgment or leadership could result in extensive project delays, escalated project costs, loss of funding, extensive litigation against the state, and serious loss of goodwill and credibility with the public.

WORK ENVIRONMENT:

Employee will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Employees may be required to travel outside of their workstation to perform general tasks.

Incumbent may be required to travel to any location associated with the Authority and stakeholder locations for meetings, consultations with property owners, or other property related purposes.

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

Name of Employee: _____

Signature:	Date:
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I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Name of Supervisor _____

Signature:	Date:
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